

STATE OF ALABAMA

Information Technology Policy

Policy 620-01: Network and Systems Access

OBJECTIVE:

Ensure all users are granted only the access required by job function and that all requests for access are reviewed by and approved by appropriate supervisory personnel.

SCOPE:

This policy applies to all users (State of Alabama employees, contractors, vendors, and business partners) of any State-managed network information system resources.

RESPONSIBILITIES:

To ensure accountability, every State network information system user shall have an individual system or network access account, a unique user identifier.

Access to systems or network resources must be approved by a manager, supervisor, or system owner.

Access authorized shall not exceed the privilege level required for the user to perform their assigned responsibilities.

Authorized access does not imply a user's right to privacy. System and network activities may be logged, recorded, and reviewed by management or other authorized personnel.

System and Network Administrators shall:

- Maintain a record of all users authorized to access the system identifying the user name and unique user ID, level of authority granted, user location, the date access was granted, and the date access will terminate (or was terminated).
- Monitor and review the granting and rescinding of network and system access.
- Ensure all local area networks connecting to the wide area network comply with State security policies.
- Ensure user accounts are reviewed periodically and inactive accounts are removed as defined by Access Termination Policy.

Temporary Access:

- Temporary access may be granted if required for service providers (contractors, vendors, and business partners) or external regulators. All requests for temporary access shall be made in writing and shall be subject to management or system owner approval.
- Temporary access shall be valid only for a specified period of time and shall be disabled upon expiration.

ENFORCEMENT:

Refer to Information Technology Policy 600-00: Information Security.

By Authority of:


Chief Information Officer

3/9/06
Date

Policy History

Version	Release Date	Comments
Original	3/9/2006	